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PROGRAM
CONFERENCE OF REGIONAL CHIEFS, ADMINISTRATIVE SERVICES DIVISION
WASHINGTON, D. C.
June 20, 1946 - June 28, 1946

Thursday, June 20th

Morning Topic: Orientation
 Room: 5021 South Building

Objectives

To correlate the aims, objectives and studies of the FSA's business services review in terms of the interrelationships of such services with broad FSA and Departmental views and policies.

9:30 AM	Opening Statement	D. B. Lasseter, Administrator R. W. Hudgens, Assoc. Administrator
10:15 AM	Program and Objectives	W. O. Trone, Chief, AS Division M. J. Haile, Asst. Chief, AS Division
11:00 AM	Budgetary Problems Legislation Aspects	W. C. Orr, Jr., Budget Officer
11:45 AM	Adjourn for lunch	

Afternoon Topic: Orientation
 Room: 5021 South Building

1:00 PM	Policy and Procedural Relations with the Office of Plant & Operations	Arthur B. Thatcher, Chief P&O
	Dept. of Agriculture Real Estate Operations	T. J. McAdams, Chief, Real Estate Division, P&O
	Dept. of Agriculture Communications and Records Operations	J. S. Lucas, Chief, Communications Division, P&O
2:30 PM	Policy and Procedural Relations with the Office of Budget & Finance	W. A. Jump, Director of Finance
	Dept. of Agriculture Purchase, Sales and Traffic Operations	J. Scammahorn, Chief, Purchase, Sales & Traffic
	Aspects of Forms Management	John P. Richey, Special Asst., B&F

JUN 25 1946

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE
TO THE SECRETARY OF THE INTERIOR
FOR THE YEAR 1904

CONTENTS

CHAPTER I
GENERAL STATEMENT

CHAPTER II
LANDS

The following table shows the number of acres of the public lands in each of the several States and Territories, and the number of acres of the public lands in each of the several States and Territories, and the number of acres of the public lands in each of the several States and Territories.

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CHAPTER III
MINES

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Afternoon

4:00 PM Policy and Procedural
Relations with the Of-
fice of the Solicitor

Ralph F. Koebel, General
Legal Services Division

5:00 PM Adjourn

Friday, June 21st

Morning Topic: Reorganization

Objectives

(a) Clear-cut determinations of appropriate functional organizations in each of the various regional AS establishments.

(b) Decisions relative to the necessary position and grade structures of each of the regional AS establishments.

9:30 AM Area Office - Room 6017 South Building

L. B. Owen, Chairman

Carl Cauthen	R. G. McIntyre
R. L. Gordon	R. R. Fitz
V. S. Twaddell	K. N. Rathjen
W. V. Fowble	

Non-Area Office - Room 5021, South Building

M. J. Haile, Chairman

George M. Clark	J. Norman Spilman
F. E. Bates	James D. Anderson
Gilbert A. Howard	B. M. Morten
J. T. Quinney	H. S. Carpenter
Linwood Snell	T. E. McGraw

Subjects

- (a) New Functional Order - Administrative Services Division
- (b) New Organization Chart - Administrative Services Division
- (c) Typical Position Chart - Administrative Services Division
- (d) Job Patterns
- (e) Adaptation of work-flows to new organization patterns
- (f) Establishment of space management activities distinct from purchasing activities.

- (g) Positions in new organizations adaptable to more than one work function.
- (h) Job descriptions
- (i) Objective personnel assignments; i.e., personnel, adjustments to meet new responsibility requirements.
- (j) Salary grades

11:45 AM Adjourn for lunch

Afternoon Room: 5021 South Building

1:00 PM Relationships with FSA V. L. Couch, Chief
Personnel Division Personnel Officer

2:00 PM Topic: Forms Management
Room: 5021 South Building

Forms Management Committee Meeting

Objectives

- (a) To arrive at a thorough understanding and agreement regarding time and mechanism factors in the reproduction of FSA and standard forms.
- (b) Recommendations for the institution of a better and more expeditious forms inventory system.
- (c) Installation of a uniform forms requisitioning and screening system relative to both National Office - Regional Offices and Regional Offices - Field Offices.
- (d) Establishment of appropriate uniform regional forms warehousing and distribution systems.
- (e) Consideration of the need for the establishment of a national forms warehouse versus regional forms warehouses.
- (f) Procedural recommendations.

W. F. Crawford, Chairman	
R. L. Gordon	G. M. Clark
J. T. Quinney	F. E. Bates
V. S. Twaddell	B. M. Morton
H. S. Carpenter	K. N. Rathjen

Subjects

- 1. Mechanisms for the reproduction of forms
 - (a) GPO - Joint Committee on Printing
 - (b) Field Printing
 - (c) Mimeographing and other local duplication

2. Relationships with AM Division and other interested divisions regarding form design and approval.
3. Periodic forms inventory reports
 - (a) Composition of report
 - (b) Reporting period
 - (c) National office action on report
 - (d) Regional office action on report
4. Regional office requisitioning period
 - (a) Determination of requisitioning schedule
 - (b) Use of Form BM-9 and BM-9C; necessity for revision
 - (c) Screening of requisitions
5. Warehousing of Forms
 - (a) Perpetual inventory cards
 - (b) Layout of stock of forms
6. Disposition of Obsolete Forms

2:00 PM Topic: Space Management
 Room: 6017 South Building

Space Management Committee Meeting

Objectives

- (a) Development of a practical approach to the rent-free space problem and a systematic program for the repair and renovation of field office space consistent with existing regulations and budgetary restrictions.
- (b) Determination of a uniform system for the identification of all FSA offices (signs) and directory insertions.
- (c) Recommendation for better space layouts (standards).
- (d) Institution of space maintenance and utility contract goals for better tenantability.
- (e) Review of leasing mechanisms for suggested modifications.
- (f) Establishment of better and more effective relations with Administrative Supervisors.
- (g) Procedural recommendations.

M. J. Haile, Chairman	
Carl Cauthen	J. Norman Spilman
J. D. Anderson	Gilbert A. Howard
L. B. Owen	R. G. McIntyre
Linwood Snell	Sarah Snyderman

Subjects

1. Development of FSA space policies

- (a) GAO regulations
- (b) Departmental limitations and standards
- (c) FSA policies
- 2. Leasing Procedures
- 3. Doctrine of free space
 - (a) Federal space
 - (b) Non-Federal space
 - (c) Affiliations
- 4. Repairs, alterations and improvements to:
 - (a) Leased space
 - (b) Free non-federal space
- 5. Layouts
- 6. Identification of offices (signs)
- 7. Office space maintenance and utilities
 - (a) Contracts
 - (b) Lessor's fulfilment of lease obligations
- 8. Terminating space occupancy
 - (a) Leased space
 - (b) Free space
- 9. Relationship with Administrative Supervisors
 - (a) Review of reports
 - (b) Corrective action
 - (c) Expansion of service

5:00 PM Adjourn

Saturday, June 22nd

Morning Topic: Communications and Records Management
 Room: 5021 South Building

9:30 AM Communications and Records Management Committee Meeting

Objectives

- (a) Definitions of uniform requirements for correspondence classification, mailing schedules, reports, visit and physical layout of Communications Unit.
- (b) Develop recommendations for the installation of mechanisms for continuous records disposition, including systematic coverage of all records components and suitable reporting and compliance routines. Development of plans for the disposition of corporation trust records for presentation to corporation officials.
- (c) Development of uniform requirements for the maintenance and management of general subject records, loan records, personnel records, location records, claims and contract records, travel records and storage records.
- (d) Procedural recommendations.

H. S. Carpenter, Chairman
Gilbert A. Howard J. T. Quinney
J. D. Anderson Carl Cauthen
V. S. Twaddell R. R. Fitz
B. M. Morton A. G. Allen
J. C. Walsh

Subjects

1. General aspects of FSA Records Management
 - (a) Program records requirements
 - (b) Importance of C&R functions to total AS job
2. Communications Management
 - (a) Incoming mail
 - (b) Outgoing mail
 - (c) Typing
 - (d) Vise
 - (e) Telegraph service
 - (f) Maintenance of card files
 - (g) Regional office switch boards
 - (h) Classification of correspondence
 - (i) Mailing schedules and postage
 - (j) Penalty mail and other reports
 - (k) Physical layout
3. Disposition of FSA records
 - (a) Criteria
 - (b) National Archives
 - (c) Microfilming
 - (d) Requirements for regional disposition submissions to National Office
 - (e) Mechanisms for insuring compliance with disposition directives

Morning Topic: Staff Functions
Room: 6017 South Building

9:30 AM Staff Functions Committee Meeting

Objectives

- (a) Clear definitions of administrative responsibilities of regional chiefs, AS Division as to travel authorities and the transportation of persons and things connected with station changes.
- (b) A uniform system of check and bond handling, property clearances and identification card issuances.
- (c) General improvement in relationship with Administrative Supervisors.

- (d) Development of standards for preparation of requests for budget adjustments.
- (e) Recommendations for improvements in preparation and analysis of workload statistics.
- (f) Adoption of routines for the handling and treatment of the FSA and AS procedure releases.
- (g) Procedural recommendations.

W. V. Fowble, Chairman

L. B. Owen	J. Norman Spilman
Linwood Snell	F. E. Bates
R. L. Gordon	R. G. McIntyre
George M. Clark	W. F. Crawford

Subjects

1. Travel
 - (a) Basic policies and regulations
 - (b) Departmental requirements
 - (c) FSA requirements
2. Travel Procedure
 - (a) Need for clarity and more detail in travel procedure
 - (b) AS Instruction system
3. Change of official station
 - (a) Basic law
 - (b) Procedure
 - (c) Transportation of immediate family
 - (d) Transportation of household goods
 1. Authorities for
4. Check and Bond Distribution
 - (a) Adoption of uniform system
 - (b) Designation of distribution agents
5. Property clearance for separatees
 - (a) Adequacy of present procedure
6. Identification cards, property passes, building passes, driver's licenses, etc.
7. Utilization of Administrative Supervisor's services
 - (a) Determination of need and extent of assistance available and desired
 - (b) Determinations of mechanisms for achieving objectives developed in (a) above
8. Budget justification and workload statistics
9. Administrative Services Division procedure system
 - (a) Revision of procedures through the use of AS Instructions
 - (b) Basic FSA Instructions
 - (c) Materials for AS Instructions

11:45 AM Adjourn

Monday, June 24th

Morning Room: 5021 South Building

9:30 AM Engineering Division Program and the AS Division
Carl A. Johnson, Chief Engineer

10:00 AM Topic: Communications and Records Management Committee
Meeting (Cont'd.)
Room: 5021 South Building

Subjects

1. Records Management
 - (a) General subject records
 - (b) Loan records
 1. Posting media - area office
 2. RR Records - non-area office
 3. FO records
 - (c) Personnel records
 - (d) Location records
 - (e) Claims and contracts records
 - (f) Travel records
 - (g) Procedural releases
 - (1) distribution
 - (2) records maintenance
 - (h) Storage records

10:00 AM Topic: Procurement and Sales Management Committee Meeting
Room: 6017 South Building

Objectives

- (a) Recommendations for establishment of appropriate procurement management routines in the regional office to insure more economical and better planned purchasing.
- (b) Specific plans for installing a more suitable and uniform encumbrance system in the regional offices.
- (c) Proposal for uniform installation of procurement source data and commodity index files in the regional offices.
- (d) Suggestions for improvement of sales techniques.
- (e) Development of uniform reports to meet workload statistics and other requirements.
- (f) Procedural recommendations.

R. G. McIntyre, Chairman
F. E. Bates G. M. Clark
L. B. Owen Linwood Snell
R. L. Gordon M. J. Haile
J. Norman Spilman T. E. McGraw

Subjects

1. Basic Procurement Regulations
 - (a) Public laws
 - (b) Departmental Regulations
 - (c) FSA policies
2. Procurement Management
 - (a) Development of price structure
 - (b) Federal term contracts
 - (c) Sources of supply
 - (d) The Purchase Order
 1. FM-20
 2. Other
 - (e) Specifications - standard requirements
 - (f) The encumbrance system
 - (g) Maintenance of General Supply Schedules and Contractors' Catalogs
 - (h) Commodity index file
3. Sales Management
 - (a) Procedural review
 - (b) Action review

11:45 AM Adjourn

Afternoon Room: 5021 South Building

1:00 PM Relationship with C. H. Van Natta, Chief
AM Division Administrative Analysis Division

2:00 PM Topic: Management and Utilization
Room: 5021 South Building

Management and Utilization Committee Meeting

Objectives

- (a) Proposal for uniform property numbering system.
- (b) Recommendations for methods of absorbing corporation trust property.
- (c) Specific recommendations for clarification of surplus property acquisition and disposition.
- (d) Institution of a more effective automotive preventative maintenance system and use control system.

- (e) Proposals for establishing minimum standard requirements of supplies by types of offices through the development of use criteria.
- (f) Establishment of a uniform field office ordering period for forms and supplies.
- (g) Development of uniform standards for the operation of warehousing and distribution.
- (h) Determination of report requirements.
- (i) Procedural recommendations.

L. B. Owen, Chairman
 G. A. Howard G. M. Clark
 V. S. Twaddell Mrs. Maurine Jones
 Linwood Snell W. F. Crawford
 J. T. Quinney

Subjects

- 1. Property Management and Utilization
 - (a) Departmental regulations
 - (b) FSA requirements
- 2. Property Accountability
 - (a) Mechanisms for compliance with accountability designations
 - (b) Property custodial relationship with AS regional chiefs
 - 1. Inventory reports and reconciliation
 - 2. Lost, stolen or damaged equipment
 - 3. Physical inventorying and equipment numbering
 - 4. Property transfers
 - 5. Change in custody
 - 6. Corporation Trust Property
- 3. Surplus Property
 - (a) Acquisition
 - 1. Relations with Area Agriculture Equipment Committee
 - 2. War Assets Administration surpluses
 - 3. Transfer documents and encumbrances
 - 4. Relationships with procurement management
 - (b) Disposition
 - 1. Intra-regional transfers of property
 - 2. Declarations of FSA surplus
- 4. Automotive Equipment
 - (a) System of control
 - 1. AD-188
 - 2. Preventative maintenance
 - 3. Semi-annual depreciation report
 - 4. Method of assignment
 - 5. Garaging and service
 - (b) Vehicle quotas and replacements



5. Project Liquidation
 - (a) Status of completion
 - (b) Handling of remaining property
6. Utilization of Property
 - (a) Minimum standard requirements of supplies
 - (b) Quality requirements and tests
 - (c) Normal reserves of administrative equipment
 - (d) Effective use of present supplies or materials
7. Warehousing and Distribution
 - (a) Physical layout
 - (b) Use of perpetual inventory cards
 - (c) Screening of requisitions
 - (d) Establishment of uniform ordering periods
 - (e) Utilization of Procurement Division Warehouses
 - (f) Warehouse and distribution operations
 - (g) Stock supply lists
 - (h) Annual reports of surplus stock

5:00 PM Adjourn

Tuesday, June 25th

Morning Room: 5021 South Building

9:30 AM	The FO Program and the AS Division	Paul V. Maris, Director Farm Ownership Division
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10:15 AM Report of the Forms Management Committee Discussion

11:45 AM Adjourn for lunch

Afternoon Room: 5021 South Building

1:00 PM	Relationships with FSA Finance Division	John Parsell, Chief Finance Division
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2:00 PM Report of the Reorganization Committees Discussion

5:00 PM Adjourn

Wednesday, June 26th

Morning Room: 5021 South Building

9:30 AM	The RR Program and the AS Division	Marcus Braswell, Director RR Division
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10:15 AM Report of the Staff Functions Committee Discussion

11:45 AM Adjourn for lunch



Afternoon Room: 5021 South Building

- 1:00 PM Relationships with FSA Paul Vann, Chief
 Administrative Administrative Supervisor
 Supervisors
- 2:00 PM Report of the Space Management Committee
 Discussion
- 5:00 PM Adjourn

Thursday, June 27th

Morning Room: 5021 South Building

- 9:30 AM The Medical Program and
 the AS Division Chief Medical Officer
- 10:00 AM Report of the Procurement & Sales Management Committee
 Discussion
- 11:45 AM Adjourn for lunch

Afternoon Room: 5021 South Building

- 1:00 PM The IF Program and the Ralph Picard, Director
 AS Division IF Division
- 1:30 PM Report of the Communications & Records Management Committee
 Discussion
- 5:00 PM Adjourn

Friday, June 28th

Morning Room: 5021 South Building

- 9:30 AM The AU-IV Program Arthur McLawhon, Director
 AU-IV Division
- 10:15 AM Report of the Management and Utilization Committee
 Discussion
- 11:45 AM Adjourn for lunch

Afternoon Room: 5021 South Building

- 1:00 PM Continuation of the Report of the
 Management and Utilization Committee

Afternoon

2:30 PM	Summary of the Meeting	W. O. Trone, Chief AS Division M. J. Haile, Assistant Chief AS Division
3:30 PM	Personal Interview with each Regional AS Chief	W. O. Trone, Chief AS Division
5:00 PM	Adjourn	

MEETING ROSTER

Regional Officials

J. Norman Spilman, Regional Chief, Administrative Services
Division, Region I, Philadelphia, Pennsylvania
B. Montague Morton, Regional Chief, Administrative Services
Division, Region II, Milwaukee, Wisconsin
Russel L. Gordon, Regional Chief, Administrative Services
Division, Region III, Indianapolis, Indiana
Linwood H. Snell, Regional Chief, Administrative Services
Division, Region IV, Raleigh, North Carolina
Carl Cauthen, Regional Chief, Administrative Services
Division, Region V, Montgomery, Alabama
F. E. Bates, Regional Chief, Administrative Services
Division, Region VI, Little Rock, Arkansas
George M. Clark, Regional Chief, Administrative Services
Division, Region VII, Lincoln, Nebraska
Verlon S. Twaddell, Regional Chief, Administrative Services
Division, Region VIII, Dallas, Texas
J. T. Quinney, Regional Chief, Administrative Services
Division, Region IX, San Francisco, California
L. B. Owen, Regional Chief, Administrative Services
Division, Region X, Denver, Colorado
Gilbert A. Howard, Regional Chief, Administrative Services
Division, Region XI, Portland, Oregon
James D. Anderson, Regional Chief, Administrative Services
Division and Regional Personnel Officer, Region XIII,
San Juan, Puerto Rico

Department of Agriculture Officials

Arthur B. Thatcher, Chief, Office of Plant and Operations
W. A. Jump, Director, Office of Budget and Finance
Ralph F. Koebel, Research and General Legal Services
Division, Office of the Solicitor
Terry J. McAdams, Chief, Real Estate Division, Office of
Plant and Operations
John J. Lucas, Chief, Communications Division, Office of
Plant and Operations
J. Scammahorn, Chief, Division of Purchase, Sales and
Traffic, Office of Budget and Finance
John P. Richey, Panel Chairman, Forms Management, Office
of Budget and Finance

National FSA Office

D. B. Lasseter, Administrator
R. W. Hudgens, Associate Administrator
W. C. Orr, Jr., Budget Officer

